

FIG. 1

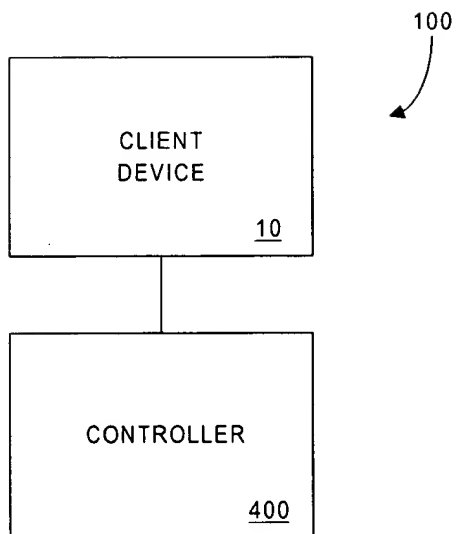


FIG. 1

20410-554450

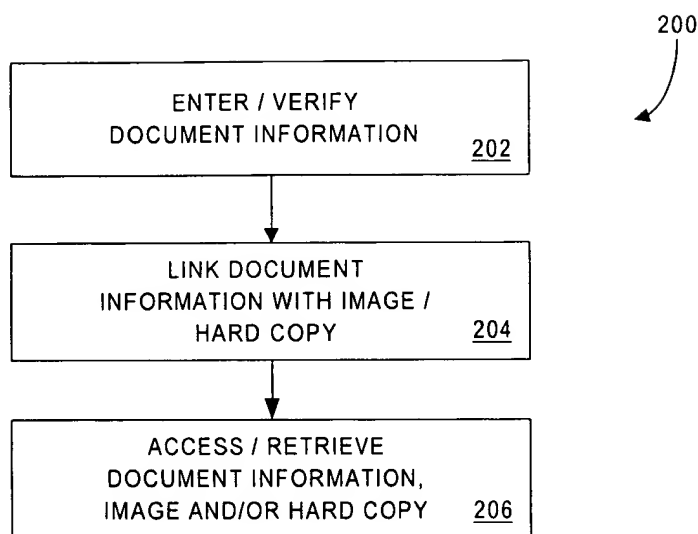


FIG. 2

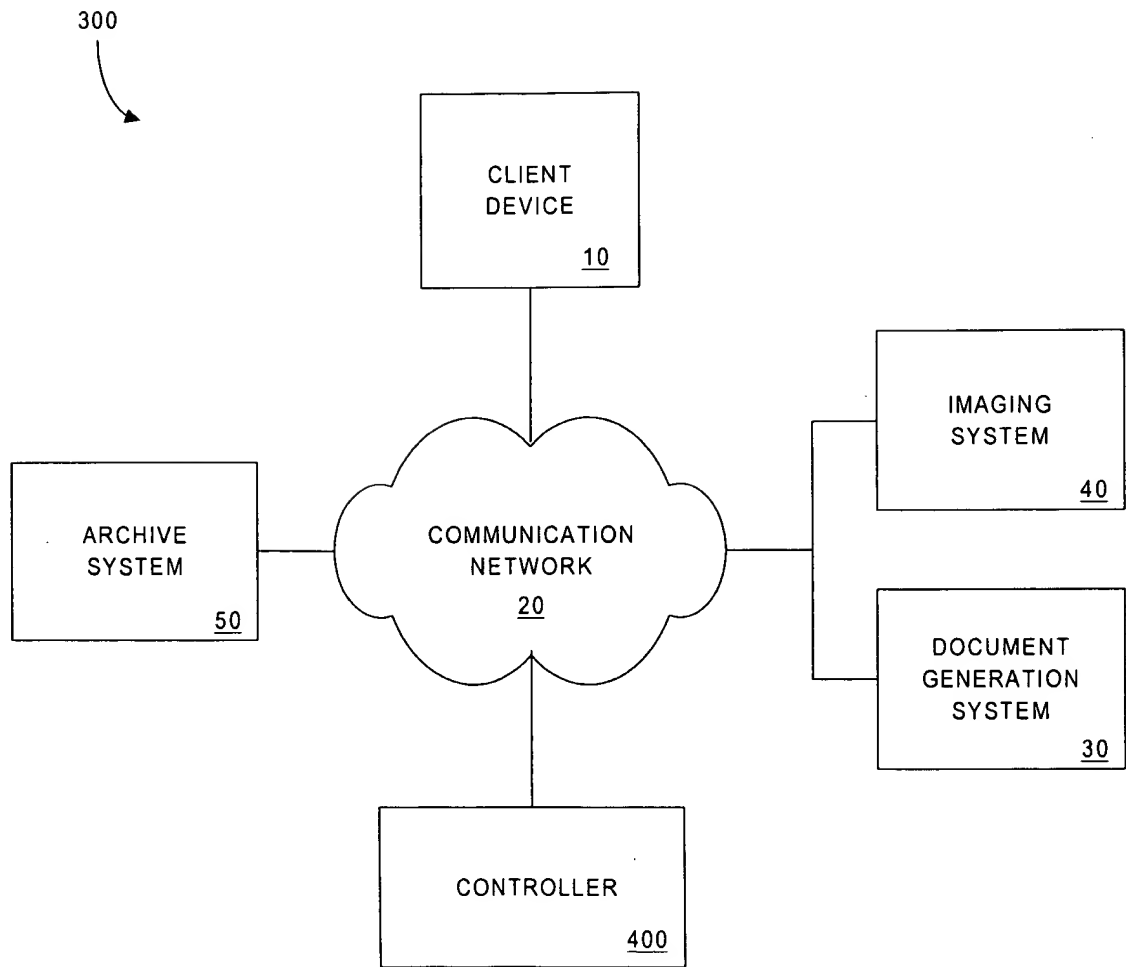


FIG. 3

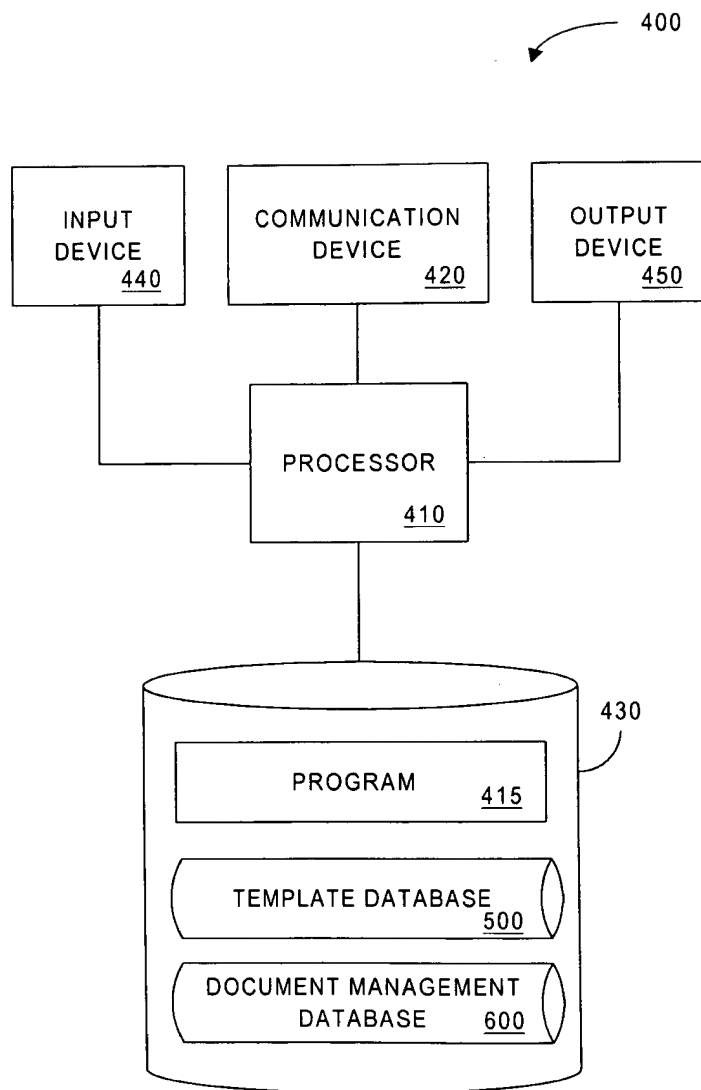


FIG. 4

FIG. 5

500

TEMPLATE IDENTIFIER 502	COLLECTION 504	FILENAME 506
T001	DEFAULT	T001.HTML
T002	CONTRACTS - CONFIDENTIALITY	T002.HTML
T003	CONTRACTS - SOFTWARE AGREEMENTS	T003.WD
T004	CONTRACTS - EMPLOYMENT AGREEMENTS	T004.HTML

FIG. 5

600 →

RECORD IDENTIFIER	COLLECTION NAME	FILE NAME	PRIMARY SUBCATEGORY	SECONDARY SUBCATEGORY	TERTIARY SUBCATEGORY	LOCATION INFORMATION	CREATION INFORMATION	MEDIA TYPE	ARCHIVE INFORMATION
602	604	606	608	610	612	614	616	618	620
D0001	CONTRACTS - VENDOR	BETA TEST	MICROSOFT CORPORATION	EXECUTED TEST AGREEMENT	DEAD	ARCHIVED; IRON MTN (BX 111-111)	JOE DOE, ESQ.; 1/1/98; NYLEGAL	PAPER	DESTROY 1/1/2008
D0002	CONTRACTS - VENDOR	CLIENT ACCESS	MICROSOFT CORPORATION	EX. CLIENT ACCESS AGMT	FINANCIAL PRODUCT	NY; 21 FLR, RM 2101; SHELF	JOE DOE, ESQ.; 5/1/01; NYLEGAL	D0002.PDF; PAPER	DESTROY 5/1/2011
D0003	CONTRACTS - CONFIDENTIALITY	SMALL CO.	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	2000 (12-27)	SHELF	12/27/2000	D0003.PDF; D0003.DOC	
D0004	CONTRACTS - CONFIDENTIALITY	LARGE CO.	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	2001	LONDON; SHELF	1/1/2001	D0004.DOC; PAPER	DESTROY 1/1/2011
D0005	CONTRACTS - EMPLOYEE	JOHN DOE	EMPLOYMENT AGREEMENT	UNSIGNED AGREEMENT		HR; SHELF	1/1/1998	PAPER	

FIG. 6

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graph TD
    700[RECEIVE REQUEST TO ADD DOCUMENT 702] --> 704{PREEXISTING DOCUMENT RECORD? 704}
    704 -- YES --> 706{AMENDMENT(S) REQUIRED? 706}
    704 -- NO --> 712[SELECT TEMPLATE 712]
    706 -- YES --> 712
    706 -- NO --> 710[MAINTAIN EXISTING RECORD 710]
    712 --> 714[RECEIVE DOCUMENT DATA PURSUANT TO SELECTED TEMPLATE 714]
    714 --> 716[LINK TO IMAGE(S) (IF ANY) 716]
    716 --> 718[GENERATE PENDING RECORD 718]
    718 --> 720[VERIFY DOCUMENT DATA 720]
    720 --> 722[GENERATE LIVE RECORD 722]
    722 --> 724[GENERATE LABEL(S) 724]
  
```

FIG. 7

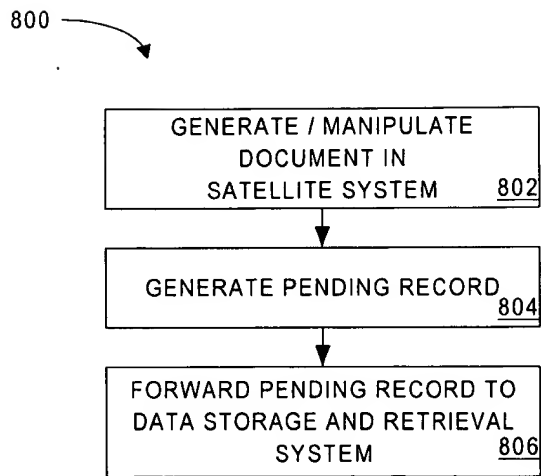


FIG. 8

CONFIDENTIAL

900

902

LIMS: Legal & Compliance Information Management System
Insert New Record 552319

Collection: Collection Abbreviation:

☒ Other **FileName:** **Lookup Values**

☒ Other **Primary Subcategory:**

☒ Other **Secondary Subcategory:**

Tertiary Subcategory:

Related Information:

904

Volume Number:

Date Opened:

Record Status:

Date Closed:

Attorney Name:

VP/Analyst Name:

Cross Reference:

Region:

Dept:

Document Origin:

Subcategory Indentation:

Number of Labels:

Unit Location:

Archive Information:

Retention:

Plan Destroy Date:

Destroy Authorized Date:

Destroy Authorized ID:

Document ID:

Special Indicator:

906

FIG. 9